

NASA Headquarters Relocation Move Checklist

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The following provides a checklist of activities and instructions to assist you in relocating to your new space. **If you have any questions about these procedures, please contact your Organization's Space Relocation Contact.**

Packing

- To pack your work area and files, boxes may be requested electronically through the NASA HQ Facilities Help Desk System (FHDS).
- All systems furniture components, including overhead storage, file pedestals, and pencil drawers must be emptied and their contents packed in boxes.
- All file cabinet, supply cabinet, and storage cabinet contents should be packed in separate cartons. See "File, Storage, and Supply Cabinets" section for additional information.
- Your organization's contact will provide box labels. Labels must be affixed to either short side of the box, in the upper right hand corner. Do not place labels on the tops or on the long sides of the boxes. Use these labels to tag your boxes and miscellaneous items such as trashcans.
- Your last name and the "to" or new room number must be filled in on every label.
- Items that are currently stored in strong, closable boxes need not be repacked into the NASA boxes. Simply tag the box and cross off any previous names or address.
- **Do not** fill boxes to the top. Leave an empty space of about two inches from the top. Be sure that all of your boxes close. The boxes will be stacked during the move process.
- Place pens, pencils, paper clips, and other loose items in a sealed envelope before packing them in one of your boxes.
- Current working papers, books, and items on the top of your desk should be packed in a box marked "OPEN FIRST" so that the movers will know to stack that box in an easily accessible location. Be sure to write "OPEN FIRST" next to the box label.
- Breakables such as glass or items of sentimental value should be taken home prior to the move and returned once you are in your new space.
- NASA's move services personnel cannot move personal property. You must move pictures, plants and other personal items.

- To remove any excess office supplies or materials, submit a request electronically through the NASA HQ Facilities Help Desk System (FHDS). The supplies and materials are to be boxed and labeled as excess. Organization LM031 will remove the excess supplies and materials marked accordingly.
- **Do not** lock desks, credenzas, file cabinets, supply cabinets, and systems furniture components.
- **Do not** pack equipment or appliances, such as coffee pots, microwave ovens, refrigerators, fans, space heaters, etc.
- **Do not** pack office machines, such as typewriters, fax machines, etc.
- **Do** pack small hand-held office machines, such as calculators, dictating equipment, etc.
- Refrigerators must be defrosted, cleaned, and tagged before they can be moved.
- Microwave ovens must be cleaned and tagged before they can be moved.

Furniture

- Empty all overhead storage units, bookcases, filing cabinets, storage cabinets, pedestal file cabinets, pencil drawers, etc. Pack the contents into move boxes and tag each box with your name and new room number.
- If a piece of furniture, other than the systems furniture, is to be excessed, submit a request electronically through the NASA HQ Facilities Help Desk System (FHDS). The furniture is to be labeled as excess. Organization LM031 will remove the excess furniture marked accordingly.
- Separate electronic requests through the NASA HQ Facilities Help Desk System (FHDS) must be submitted for excess furniture and excess supplies. **Do not** include both items on the same form.

Computers and Other Equipment

- Office equipment such as typewriters, fax machines, and copiers should be labeled and left in place. If the machine has any removable pieces, such as a cover or paper tray, place a label on each piece. Our in house technicians or move services personnel will relocate this equipment.
- Personal computers, printers, and peripherals will be prepared, labeled, relocated, and installed by our in-house computer technicians. Do not unplug or disconnect your computer. The computer technicians will begin to deinstall your computer equipment at 2:00 pm on the day before your scheduled move.

- It is your responsibility to back up all data files on your hard drive (c:) to floppy disks. The files should be backed up before 2:00 pm on the day before your scheduled move.
- Our in-house computer technicians will move your computer, printer, and peripherals. When you arrive at your new workstation, your computer should be set up and running with the same programs and connectivity as before the move. If you encounter any problems with your computer equipment, call 358-HELP.

Telephones

- Our in-house telecommunications technicians will relocate your telephone. Please leave your telephone on your desk or work surface. Do not pack your telephone and do not place a label on it. The telecom technicians will disconnect and prepare the telephones for moving. This will ensue around 2:00 pm on the day before your scheduled move. Everyone will keep their telephone number, even if they are moving to temporary space.
- When you arrive at your new workstation, your telephone should be set up and active. If you encounter any problems with your telephone, call 358-HELP.

File, Storage, and Supply Cabinets

- All file cabinets, storage cabinets, and supply cabinets must be completely emptied and their contents packed in boxes. **Do not** pack the contents within your workstation in the same boxes. Label these boxes separately. The following instructions will simplify the reloading of your files at your new office and will help you locate your files that have been placed in the moving boxes in the interim.
 - 1) Number each of your file cabinets consecutively.
 - 2) Give each drawer a number. For example, file cabinet number 1 and the top drawer of the cabinet would be 1-1. The second drawer would be 1-2, etc.
 - 3) When you pack your files, write the number of the file cabinet and the number of the drawer on the end of each box, just below the label. By doing this, you will be able to identify which contents came from which drawer.
 - 4) When unpacking your files, simply number your new file cabinets in the same manner and unpack your boxes into the appropriate drawer.
- Leave keys in their locks for file pedestals, file cabinets, and supply cabinets, etc.

Move Details

- For moves involving more than eight (8) people at one time, the move sequence will be as follows.
 - 1) Beginning at 8:30 am on the day before your scheduled move, file cabinets, supply cabinets, storage cabinets, bookcases, etc., will be moved by our in-house move services personnel to their new location.
 - 2) Beginning at 2:00 pm on the day before your scheduled move, your computer, printer, and accessories will be deinstalled, packed and delivered to your new workstation or office by our in-house computer technicians.
 - 3) Beginning at 2:00 pm on the day before your scheduled move, your telephone will be disconnected and moved by our in-house telecom technicians. The computer technicians will install your computer at your new location.
 - 4) Beginning at 8:30 am on the day of your scheduled move, your boxes and chair(s) will be moved by our in-house move services personnel.
- For moves involving eight (8) people or less, all move activities will occur on the same day.
- You must be packed up and ready to go by the close of the business the day before your scheduled move. Remember to take fragile personal items home with you and bring them back a few days after the move.
- Unless noted otherwise, moves will begin at 8:30 am. Expect downtime the day or days of your move and be patient. When the move is completed, computers and telephones will be operational, even if you've moved to temporary space.
- Once you have unpacked your boxes, break them down and place them in a central collection point(s) for pick up by the move services personnel.
- On the day of your move, Org. LM031 will have personnel available to make minor adjustments, i.e. relocate the keyboard tray, pencil drawer, etc., to your workstation or office. Contact your Organization's Contact to request this work through Org. LM031.

Workstation Set-up/Configuration Procedures

- The fire and life safety code for the building restricts placement of anything higher than the top of the workstations. Therefore, nothing should be placed on the overheads or on the tops of supply or file cabinets. This also restricts hanging anything from the ceiling.
- Any repairs or adjustments to the work areas should be requested electronically through the NASA HQ Facilities Help Desk System (FHDS). This includes keys,

additional pedestal file cabinets, relocation of keyboard trays or pencil drawers, etc. Pedestal file cabinets should not be moved between workstations. **Under NO circumstances should an individual remove, move, or adjust any of the systems furniture components.**

- Hangers for pictures, artwork, plaques, awards, etc., are available for distribution from Org. LM031 contact John Stumpf (x1242).
- To hang anything from any wall that is not a demountable wall partition or a systems furniture panel should be requested electronically through the NASA HQ Facilities Help Desk System (FHDS).
- Workstation or office signage will be ordered for you through your Organization's Contact and coordinated through the Org. LM031 contact Rebecca Bythewood (x1253). You should take the name part of the signage placard with you to your new location to install on the new room or workstation number base placard that will be provided.
- All computer and "computer like" equipment, such as printers, copiers, fax machines, etc., should be plugged into the dedicated orange receptacles.
- All other equipment or appliances, such as lamps, fans, space heaters, typewriters, microwaves, refrigerators, etc., should be plugged into the white receptacles. If there are not enough white receptacles within the workstation or office to accommodate the equipment, then additional receptacles or an UL approved multi-plug adaptor strip can be requested electronically through the NASA HQ Facilities Help Desk System (FHDS).
- Each workstation should have a set of dedicated orange receptacles. These receptacles should be located near or close to the desired computer location. If there is not a pair of dedicated orange receptacles within the workstation or office, then they can be requested electronically through the NASA HQ Facilities Help Desk System (FHDS).
- If the computer power cord(s) cannot be plugged directly into the orange receptacle(s), then an UL approved multi-plug adaptor strip can be used to plug in the computer. Be sure that the UL approved multi-plug adaptor strip is plugged directly into the dedicated orange receptacle. No extension cords or combination of UL approved multi-plug adaptor strips or extension cords can be used. UL approved multi-plug adaptor strips can be requested electronically through the NASA HQ Facilities Help Desk System (FHDS).
- If a dedicated orange receptacle is located within a workstation, but is farther than 6 feet away from the desired location, an electronic request should be submitted through the NASA HQ Facilities Help Desk System (FHDS). (NOTE: Request that the receptacle be relocated to accommodate the computer set-up).

- When approved multi-plug adaptor strips are used, please use or request the appropriate length to eliminate any excess cord that may present a tripping hazard. In no instance should the length of the cord exceed 6 feet.
- Make sure that all floor box covers are put back in place and closed properly.
- If there are any questions, contact the Facilities Manager for your floor (or contact Alita Slaughter x0600)

Keys

- All workstation and office keys for pedestals files and overhead storage cabinets should be left in the respective workstation and/or office. If there are no keys provided in the new (**TO**) workstation or office, please contact John Stumpf (LM031) x1242.
- All office door keys must be turned in to the locksmith before your new office keys can be issued. In order to receive new keys, you must complete and submit a FASD Helpdesk request. You will be required to sign for the new keys when they are delivered.

Post-Move Assistance

- If you need assistance with any post-move issues, notify your Organization's Space Relocation Contact who will forward your request to the proper party for resolution.
- After the move, a computer technician will verify your computer, the related equipment, and accessories are functioning properly.